



Records Management and Declassification Agency

AR 25-50, Preparing and Managing Correspondence



Army Headquarters Services

<http://www.oaa.army.mil/ahs.aspx>

Usarmy.pentagon.hqda-oaa-ahs.mbx.front-office@mail.mil



AR 25-50, Preparing and Managing Correspondence



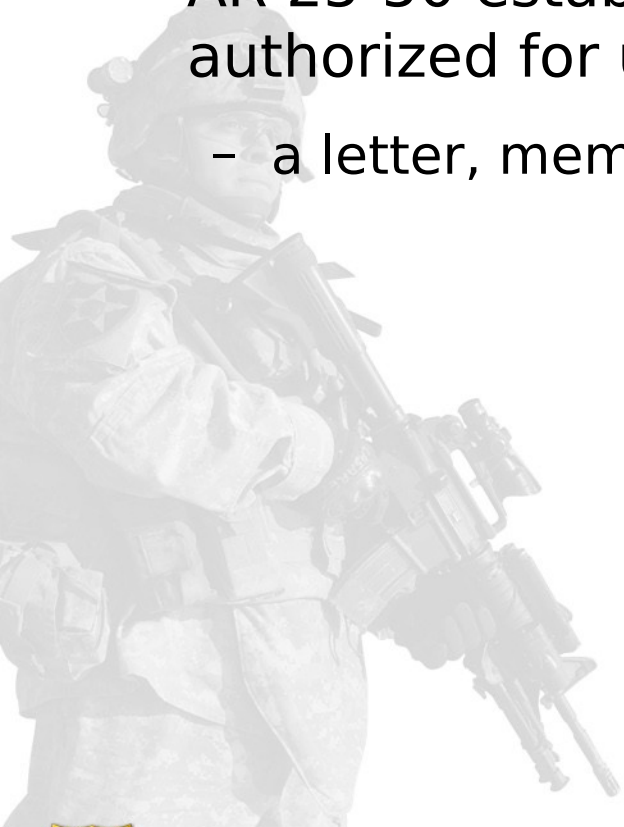
- Correspondence management is governed by AR 25-50, Preparing and Managing Correspondence.
- As proponent, RMDA prescribes (on behalf of Secretary of the Army) Department of the Army policies, procedures, and standardized formats for preparing and processing Army memorandums and letters.
- Establishes correspondence standards not printing standards.





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- AR 25-50 establishes three forms of correspondence authorized for use:
 - a letter, memorandum, and message





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Correspondence Management Status Current edition - 17 May 2013





AR 25-50, Preparing and Managing Correspondence

Major Changes



- Transfers proponentcy from the DCS, G-1 to the Administrative Assistant to the Secretary of the Army.
- Eliminates the Informal Memorandum - The memorandum, using computer generated letterhead, will be used in all instances where an informal memorandum was previously used.
- Prescribes mass mailing policy.
- Streamlined Chapter 5 - Preparing official mail.
- Eliminates Appendix B – Style practices – refer to word processing spell check, a standard dictionary and/or the GPO Style Manual as needed.
- Preferred font is Arial 12.





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Major Changes - continued

- Prescribes DA Form 5, Army Staffing Form.
 - The DA Form 5 has been developed to reduce the number of staffing forms developed by individual Army activities.)
 - The DA Form 5 will not be used in place of the HQDA Form 5.
- Appendix E, Preparing Mass Mailings: directs commanders, directors, or agency authorities to:
 - Take responsibility for the unit's mass mailings
 - Develop quality control check-points in the mailing process
 - Ensure perfection





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Major Changes - continued

- Adds policy to capitalize “Soldier”, “Family” and “Civilian” for internal Army correspondence. Capitalize “civilian” when referring to U.S. Department of the Army civilians and used in conjunction with Soldier and/or Family.
- Allows for the use of courtesy copy on letters.



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Links:

<https://www.rmda.army.mil/>

<http://www.apd.army.mil/>

Contact:

Eve Roberts / 703-428-6435 /

eve.g.roberts.civ@mail.mil



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